



Supplemental Packet

for:

Zoning Map Amendment Planned Area Development Overlay Historic Overlay

Description of Items	Pg. 2
Procedure After Submittal	Pg. 6
Neighborhood Meeting Requirements	Pg. 7
Affidavit of Public Hearing Notification for Property Ownership & Map	Pg. 9
Letter of Explanation	Pg. 11
Submittal Examples	Pg. 13

DESCRIPTION OF ITEMS

The items identified on the Planning Application form appear below, in alphabetical order, with a more detailed description. NOTE: Font size for all notes on 8 ½ " x 11" reductions must be **at least 6 point.** Drawings shall use black, continuous lines and bear the mark of the registrant responsible for the documents. Drawings shall be un-bound and un-mounted. Please consult with the Planning Staff at 350-8331 if you have any questions.

Building Elevations: black and white: Elevations include black and white line drawings of all four sides of all building(s) proposed, showing the grade, major dimensions, exterior materials and architectural character. NOTE: After complete submittal, modifications may be necessary; staff will notify customers of final submittal requirements due 2 weeks prior to the DRC hearing.

Building Elevations, colored: Elevation drawings shall indicate shade and shadow, and landscaping within 25 foot of the building. 24" x 36" color elevations may be in the form of an electronic media, black-line print colored with pencil, magic marker or similar media. NOTE: After complete submittal, modifications may be necessary; staff will notify customers of final submittal requirements due 2 weeks prior to the DRC hearing.

Building Sections: A blackline plan, drawn to scale and fully dimensioned showing the spaces, walls, floor, slab, roofs, partitions, doors and windows, building structural elements, vertical circulation, other major elements of building design, floor to floor dimensions, and mechanical equipment, in relationship to parapet.

CD - Electronic Documents: All required drawings must be 24" x 36" **AND** 8.5" x 11" (letter size) and submitted electronically on a cd. PDF format preferred. Any request identified with an "*" may be required to submit drawings on cd subject to staff's review. If required, staff will contact the applicant requesting this item.

Floor Plans: Schematic drawings of each floor of each building in a blackline format with all dimensions shown.

General Plan Maps: A black and white graphic illustrating the existing zoning and the existing and proposed land use and density designations for the subject property (identified) and surrounding properties.

Landscape Plan: A blackline plan showing the trees, ground covers and vines by size, quantity, names and general location, include a separate plant legend. Indicate conceptual locations of site lighting. NOTE: After complete submittal, modifications may be necessary; staff will notify customers of final submittal requirements due 2 weeks prior to the DRC hearing.

DESCRIPTION OF ITEMS (continued)

Letter of Explanation: A letter from the applicant to the appropriate Board/Commission explaining the project. The Letter of Explanation varies in content with each request and each element must be thoroughly addressed. See cover page on the supplemental packet associated with your request(s) to locate the required letter contents within the packet. All letters must be signed by the applicant or representative.

Material Sample Board: 8.5" x 14" x 1" maximum dimension. Provide samples of exterior building materials and paint samples ("keyed" to the building elevations). Display samples on a foam core board / base. Include information about the project name, address, architect/designer, material, manufacturer, name of material, Light Reflectance Value (LRV) for paints.

Neighborhood Meeting Requirement: Applicants are responsible for organizing a neighborhood meeting when the property is located within 300' of a residential use, for requests that include variances, development plans when a public hearing is required, planned area development overlays, zoning map amendments, and general plan map amendments. **NOTE: A neighborhood meeting is required prior to processing your request.** Review the requirements found in the Zoning and Development, Sec. 6-402 and within the supplemental packet. Evidence shall be provided to staff verifying that the neighborhood meeting requirements were met. This includes a copy of the dated letter sent, and visual evidence of the meeting sign with posting date.

Ownership/Tenant List: Includes names and mailing addresses of the property owner(s), and names and mailing addresses of all tenants within the subject area boundary. Correct Zip Codes must be shown for each address.

NOTE: The Applicant must submit a signed Affidavit of Public Hearing Notification for Property Ownership List and Map. See cover page on the supplemental packet associated with your request(s) to locate the affidavit form.

Photographs/Graphics: A series of context graphics, plans or photographs that show the relationship of the subject site (identified) to surrounding properties. Requirements vary with each request. Contact staff to determine requirements such as media, location(s), and quantities.

Preliminary Grading & Drainage: A blackline plan, fully dimensioned showing the location of retention areas, slope and depth, cross sections, flow patterns, and top of curb. NOTE: After complete submittal, modifications may be necessary; staff will notify customers of final submittal requirements due 2 weeks prior to the DRC hearing.

Project Submittal Form: The required project and applicant information on this form must be completed, signed by the applicant, and submitted with all other required items listed on the Planning Application / Checklist.

DESCRIPTION OF ITEMS (continued)

Sign Drawings: Sign drawings with the following items must be submitted.

- Two copies (one in color)
- One 8 ½" x 11" matte finish PMT (or original laser print) with 6 point font. NOTE: All documents shall have black continuous lines on a white background which provide a crisp clean image when copied.
- Drawings must be to scale and indicate the following for each sign proposed:
 - Exact lettering styles to be used
 - All sign copy
 - True sign colors
 - Method of illumination
 - Number of sign faces
 - How sign will be mounted
 - Height of sign
 - Dimensions of sign
 - Sign area
 - Sign materials
 - Accurate building elevation showing where sign(s) will be located on the building.

Site Plan: A blackline plan with site data (see Site Data Required on Page 5), showing the proposed configuration for buildings, parking, walkways and landscaped areas on the property. Other site plan information may be required for the following application types:

- **Planned Area Development Overlay:** The site plan requires a comparison chart of the modified standards from the previous standards. Larger PAD sites may require additional sheets in order to provide all information in a legible format for final reductions (8½" x 14" photo reduced positive). In addition, a PAD cover sheet with specific details of the site (see PAD Cover Sheet Example) is required and shall be placed before the site plan drawings.
- **Signs:** If applying for a sign Variance or sign Development Plan Review, the site plan must also show where the sign(s) are located on the property.
- **Use Permit:** 24" x 36" site plans are not required when submitting for a Use Permit. However, the 24" x 36" site plan may be required subject to staff's review. If required, staff will contact the applicant requesting this item.

Subdivision/Condo Plat: A blackline plan in engineered format, showing all property lines to be created. Refer to Tempe Subdivision Ordinance 99.21 for details & contact Engineering Department, Land Services Division at 350-8200. NOTE: After complete submittal, modifications may be necessary; staff will notify customers of final submittal requirements due 2 weeks prior to the DRC hearing.

SITE DATA REQUIRED

- A. Submitted by (name, address, phone).
- B. Project Name.
- C. Site Address.
- D. Scale, North arrow. (up or right)
- E. Location Map, oriented the same direction. (north up or right)
- F. Property lines/lease lines/phase lines.
 - 1. Fully dimensioned
 - 2. Street R.O.W./alleys/easements
 - 3. Setbacks
- G. Legal Description.
- H. General Plan Projected Land Use and Projected Density.
- I. Zoning (existing and proposed).
- J. Parcel Size (net & gross)
- K. Building area, % of lot coverage, height of bldg., number of stories.
- L. Type of construction per Building Code.
- M. Whether proposed building will be equipped with an automatic fire extinguishing system.
- N. Proposed uses.
- O. Number and type of residential units, if applicable.
- P. Density, if applicable.
- Q. Parking required and provided, (tabulate per use/area excluding thickness of exterior walls)
- R. Landscaping on-site, required and provided by % of site. (also indicate landscaping proposed in right-of-way)
- S. List all use permits, variances requested, or for PAD Overlay Districts, provide a comparison chart of the proposed development standards with the code standards. (see "Letter of Explanation" on Page 2)
- T. Closest fire hydrant.
- U. All existing and proposed refuse enclosures.
- V. All streets, medians and driveways (both sides of street) within 125' of property.

PROCEDURE AFTER SUBMITTAL

Preliminary Discussion: Preliminary Site Plan Review is intended to acquaint the prospective applicant with the requirements of the Zoning and Development Code ("ZDC"), General Plan, and other relevant city policies and regulations. Applications may be requested by the applicant for any matter, but the Preliminary Site Plan Review is required for annexations, general plan amendments, PAD overlays, zoning map changes, and subdivisions prior to formal application. .

Scheduling on Agenda: Applications will be scheduled for a regular meeting with the appropriate decision-making body only when all required materials have been received.

Staff Report: A staff report on each project will be available on the Friday preceding the regular meeting. This will be mailed, along with a copy of the Agenda, to both the "owner" and "applicant" as listed on the Project Submittal Form and Planning Application, unless staff is requested to hold for pickup in person.

Officer/Board/Commission Meeting: All meetings are held at the Tempe Municipal Building in the City Council Chambers at 31 E. Fifth Street, unless otherwise noted. The Officer / Board / Commission may approve, deny or continue any case with modifications, according to the procedures set forth in the Zoning and Development Code. Check the Submittal Deadlines and Hearing Dates schedule for dates and time of meetings. **The applicant MUST attend or be represented in person, even if the request is proposed for the consent agenda by both staff and decision-making body.**

Action Letter: A letter describing the decision-making bodies action will be sent to both "owner" and "applicant" after the meeting.

Appeal: If the decision-making body denies the request, the applicant may file a formal appeal or that action is final. To do so, a written appeal should be submitted to the Development Services Department or City Clerk by 5:00 pm, with a copy and appropriate fee made payable to the "City of Tempe", within fourteen (14) calendar days of the action.

City Council Hearing(s): If your request includes a General Plan Amendment, Zoning Map Amendment, Planned Area Development Overlay, or Historic Overlay District, your request will be forwarded to City Council. Most cases will hold an "introduction and first hearing" at Council. This is a legal formality which sets the 2nd Public Hearing (action) date at least 2 weeks later. (The applicant need not attend the introduction, but will receive a staff report in the mail.) Some cases will not require a public hearing (only a hearing), and thus do not need introduction. **The applicant MUST attend the (public) hearing or be represented in person, even if the request is proposed for the consent agenda by both staff and Council.**

Note: Public information sheets on various special aspects of the above process, in addition to copies of the Zoning and Development Code and Subdivision Ordinances and the Tempe General Plan are available at the Development Services Department.

NEIGHBORHOOD MEETING REQUIREMENTS

Purpose: The purpose of the neighborhood meeting is to provide a means for the applicant, surrounding residential neighbors, and registered neighborhood and homeowner's association representatives to review a preliminary *development* proposal and solicit input and exchange information about the proposed *development*. This preliminary meeting is intended to result in an application that is responsive to neighborhood concerns and to expedite and lessen the expense of the review process by avoiding needless delays, appeals, remands or denials. The applicant is responsible for all costs associated with the neighborhood meeting.

Applicability: A neighborhood meeting is required for the following types of applications when located within three hundred (300) feet from the lot line of a residential use:

1. Variances;
2. Planned Area Development Overlay Districts;
3. Major modification to an approved plan or condition of approval (when original approval requires neighborhood meeting);
4. Zoning map amendments; and
5. General Plan map amendments.

Meeting Schedule: The applicant is required to hold one (1) meeting, prior to the first public hearing on an application for a specific site, but may hold more if desired. The required meeting shall be held at least fifteen (15) calendar days and not more than one (1) year (365 days) before the first public hearing on the application. Meetings held more than one (1) year (365 days) before the first public hearing shall be required to hold an additional neighborhood meeting.

Meeting Location: Neighborhood meetings shall be held at a location near the proposed *development* site. The meeting shall be held on a weekday evening, or weekends at any reasonable time and in a publicly *accessible* location.

NEIGHBORHOOD MEETING REQUIREMENTS (continued)

Notification Requirements: Notice of the meeting shall be provided by the applicant as follows:

1. The development site shall be posted with public notice about the meeting not less than fifteen (15) calendar days prior to the date of neighborhood meeting, a notice of the date, time and place and a summary of the request. Such notice shall be clearly legible and wherever possible, placed adjacent to the right-of-way of a *public street* or road. It shall be the responsibility of the applicant to use reasonable efforts to maintain the notice once it has been placed on the subject property. It is the responsibility of the applicant to post the notice affiliated with items identified in Section 6-402(B)(2-5), with a *sign* having a minimum *sign* area of sixteen (16) square feet, which shall include information on future public hearings, pursuant to Section 6-404(C)(2). For variance applications the neighborhood meeting *sign(s)* shall be no smaller than six (6) square feet in area.
2. Mailing a notice not less than fifteen (15) calendar days prior to the date of the neighborhood meeting to:
 - a. All property owners of record within three hundred (300) feet of the subject property which are included on the mailing list submitted by the applicant;
 - b. The chairperson of the registered neighborhood association(s) and home owners association(s) within six hundred (600) feet of the subject property; and
 - c. All tenants, within the boundary of the subject property(ies).

Meeting Summary: The applicant shall submit to the Community Development Department seven (7) calendar days before the first public hearing on the matter a written summary of the issues and discussions from the meeting and the meeting notes.

AFFIDAVIT OF PUBLIC HEARING NOTIFICATION FOR PROPERTY OWNERSHIP LIST AND MAP

For all applications requiring a public hearing, it is the responsibility of the applicant to provide all current and complete property ownership and tenant information for the subject property. Based on the applicant's submitted information, the City of Tempe will provide a notification map and mailing list for all parcels within the 300 feet radius public. The City of Tempe uses the Maricopa County Assessor's parcel data for compilation of this list. The applicant acknowledges that the information provided as a courtesy by the City of Tempe is only as accurate, as the applicant's submitted information, and that of the Maricopa County Assessor's Office.

For compliance, please refer to Section 6-404 of Tempe Zoning and Development Code. Current tenant information for all parcels may be obtained from the current property owner or their designee. Additionally, for timely processing of the application, further mailing requirements are explained on the reverse side of this affidavit.

NOTE: By signing this affidavit, the applicant (or its representative) shall not hold the City of Tempe responsible for any inaccuracies to the property ownership information which may cause delay in proper processing. If tenant information is required, signing this affidavit assumes the applicant (or its representative) is responsible to provide accurate and complete tenant information for the notification process, and any incorrect or incomplete information could cause delay in the proper processing of the application.

Zoning and Development Code, Part 6, Chapter 4, Section 6-404, C (4), in part states:

The Development Services Department or the City Clerk shall issue public notices for all types of hearings under this Code as follows:

4. Mailing a hearing notice not less than fifteen (15) calendar days prior to the date of the initial hearing to:
 - a. The applicant or representative and owners of the subject property;
 - b. All property owners of record within three hundred (300) feet of the subject property which are included on the mailing list submitted by the applicant;
 - c. The chairperson of the registered neighborhood association(s) and home owners association(s) within the vicinity of the project;
 - d. All tenants, within the boundary of the subject property(ies); and
 - e. Mailing of hearing notices does not apply to Zoning and Development Code text amendments.
5. If notification is required for a public hearing with City Council, the City Clerk shall submit for publication in the official newspaper the request, at least once, fifteen (15) days prior to the meeting. If a Tempe City Code amendment is involved, the City Clerk shall comply with the requirements of the City Charter.

I have read and understand the foregoing information and requirements, particularly Section 6-404, Tempe Zoning and Development Code, and assume all liability and responsibility of the applicant for compliance with these requirements. The applicant hereby agrees to indemnify, defend and hold harmless the City of Tempe, its officers, agents and employees from any claims, demands, damages, fines, all costs, all fees and all expenses incurred in connection therewith, arising directly or indirectly out of the information provided for the vicinity ownership map, ownership/tenant list and any other information provided for compliance with Section 6-404, Tempe Zoning and Development Code.

NAME:

(PRINT NAME OF APPLICANT OR AUTHORIZED AGENT)

SIGNATURE:

(APPLICANT OR AUTHORIZED AGENT)

DATE:

INSTRUCTIONS FOR TENANT LIST

Tenant List

1. Submit Tenant's name, address, suite number, city, state and zip code as a hard copy and electronically in a spreadsheet format on Microsoft Word or Excel.
2. Font should be all CAPS.
3. 5-digit ZIP code required, 9-digit ZIP code optional.
4. Street and State designation abbreviations acceptable.
5. Submit a hard copy of the list. See example below.

TENANT LIST

NAME	ADDRESS	CITY	STATE	ZIP
JOHN'S SHOE REPAIR	111 S MCCLINTOCK DR #401	TEMPE	AZ	85281
SANDWICH SHOP	4285 E LIBRA DR #100	TEMPE	AZ	85282
NAILS BY MARY	61 N SCOTTSDALE RD #204	TEMPE	AZ	85284

LETTER OF EXPLANATION

ZONING MAP AMENDMENT

For a Zoning Map Amendment, the letter of explanation shall describe the proposed project and provide justification that **must** include the following:

- A. Based on a finding of consistency and conformance with the General Plan.

PLANNED AREA DEVELOPMENT OVERLAY

For PAD Overlay Districts, the letter of explanation shall describe the proposed project and provide justification that **must** include the following:

- A. Identify and provide justification for the specific modification(s) to the general development standards;
- B. Explain how the PAD Overlay District accommodates, encourages, and promotes innovatively designed developments involving residential and/or non-residential land uses, which form an attractive and harmonious unit of the community; and
- C. Describe how the PAD Overlay District is deemed appropriate or necessary, and traditional zoning regulations are replaced by performance considerations to fulfill the objectives of the General Plan.

HISTORIC OVERLAY

For Historic Overlays, the letter of explanation shall describe the proposed project and provide justification that **must** include the following:

- A. The following criteria are established for designation of an individual property, building, structure or archeological site:
 - 1. It meets the criteria for listing on the Arizona or national register of historic places;
 - 2. It is found to be of exceptional significance and expresses a distinctive character, resulting from:
 - a. A significant portion of it is at least fifty (50) years old; is reflective of the city's cultural, social, political or economic past; and is associated with a person or event significant in local, state or national history; or

LETTER OF EXPLANATION (continued)

- b. It represents an established and familiar visual feature of an area of the city, due to a prominent location or singular physical feature; or
 - 3. If it has achieved significance within the past fifty (50) years, it shall be considered eligible for designation as a landmark if it is an integral and critical part of an historic district or demonstrates exceptional individual importance by otherwise meeting or exceeding the criteria specified in paragraphs (1) or (2) of this subsection above. At such time as a landmark becomes fifty (50) years old, it will automatically be reclassified as an historic property.
- B. The following criteria are established for designation of an historic district:
- 1. The district consists of an area in which are located a substantial concentration of properties, buildings or structures which individually meet the criteria in subsection (a) of this section above, as well as others which contribute generally to the overall distinctive character of the area, and are united historically or visually by plan or physical development; district boundaries coincide with documented historic boundaries such as early roadways, canals, subdivision plats or property lines; other district boundaries coincide with logical physical or man-made features and reflect recognized neighborhood or area boundaries; and other noncontributing properties or vacant parcels are included where necessary to create appropriate boundaries; or
 - 2. A district may also include or be composed of one or more archeological sites.

48 Point

PLANNED AREA DEVELOPMENT OVERLAY FOR NAME OF PROJECT

A PORTION OF THE NORTHWEST QUARTER, SECTION ##, TOWNSHIP #, RANGE #, GILA AND SALT RIVER BASE AND MERIDIAN,
MARICOPA COUNTY ARIZONA

24 Point

ACKNOWLEDGEMENT

ON THIS _____ DAY OF _____, 200____ BE-
FORE ME, THE UNDERSIGNED, PERSONALLY APPEARED JOHN
DOE OWNER, WHO ACKNOWLEDGED HIMSELF TO BE THE PER-
SON WHOSE NAME IS SUBSCRIBED TO THE INSTRUMENT WITHIN,
AND WHO EXECUTED THE FOREGOING INSTRUMENT FOR THE
PURPOSES THEREIN CONTAINED.

IN WITNESS WHEREOF; I HEREUNTO SET MY HAND AND OFFICIAL
SEAL

BY: _____
NOTARY PUBLIC MY COMMISSION EXPIRES _____

Name of owner's company, for example:

BUILDERS OF AMERICA, L.L.C., AN ARIZONA LIMITED LIABILITY
COMPANY:

BY: _____
OWNER DATE _____

ITS: MANAGER/OWNER/PRESIDENT etc

LEGAL DESCRIPTION

Provide description specific to this site. Continuation of description
on second sheet is acceptable.

APPROVAL

APPROVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF
TEMPE ON THIS _____ DAY OF _____,
200____.

List any minor modification approval, with date, below the City Council ap-
proval date if a minor modification occurs. (ref. ZDC, Section 6-312)

OWNER/DEVELOPER

Owner and Developer name(s), contact(s)

PROJECT DATA

ZONING DISTRICT(S) AND OVERLAY(S)

DWELLING QUANTITY
Delete if no dwelling units

DENSITY
Dwelling quantity/gross site area (acres)
Delete if no dwelling units

BUILDING HEIGHT
This is maximum allowed based on building elevations and sections -
measure from top of curb at center of front yard (ref. ZDC, Section 7-103
and Section 7-108)

BUILDING STEPBACK
Describe stepback - delete if not required (ref. ZDC, Section 4-404)

BUILDING LOT COVERAGE
Building footprint area/net site area = maximum allowed (ref ZDC,
Section 7-113 and Section 4-202)

SITE LANDSCAPE COVERAGE
Landscape area/net site area = minimum allowed (ref. ZDC, Section 7-113
and Section 4-202)

BUILDING SETBACKS
These are minimums based on PROPOSED site plan - delete unneeded
categories

FRONT

SIDE

REAR

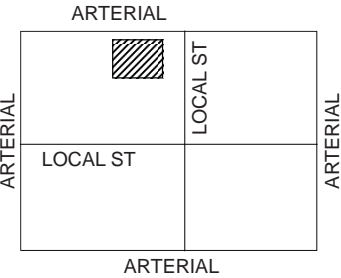
STREET SIDE

REVERSE FRONT

VEHICLE PARKING QUANTITY
Parking spaces provided

BICYCLE PARKING QUANTITY
Parking spaces provided

SITE VICINITY MAP



24 Point
Fill in PAD
number that
is specific to
this case

CONDITIONS OF APPROVAL: PAD00000

List PAD conditions only

GENERAL NOTES

List general notes that are related to Planned Area Development - delete if
no notes that pertain to current or previous PAD. Continuation of notes on
second sheet is acceptable.

30 Point
Fill in DS, PAD, &
REC numbers that
are specific to this
case

REC00000

PAD000000

DS000000

1/2" margin

Provide title block including:

- title and address of project
- name, address, and contact information of company preparing document
- registrant's seal including signature or registrant, date of signature, and date of expiration of registration

1/2" margin

DS000000

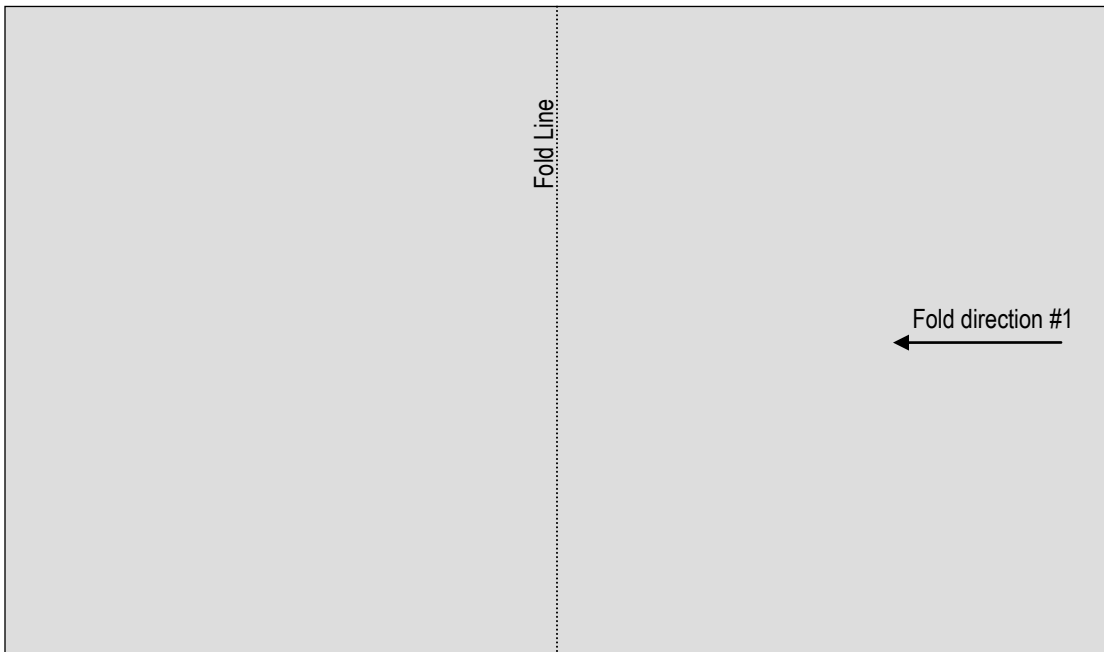
PAD000000

REC00000

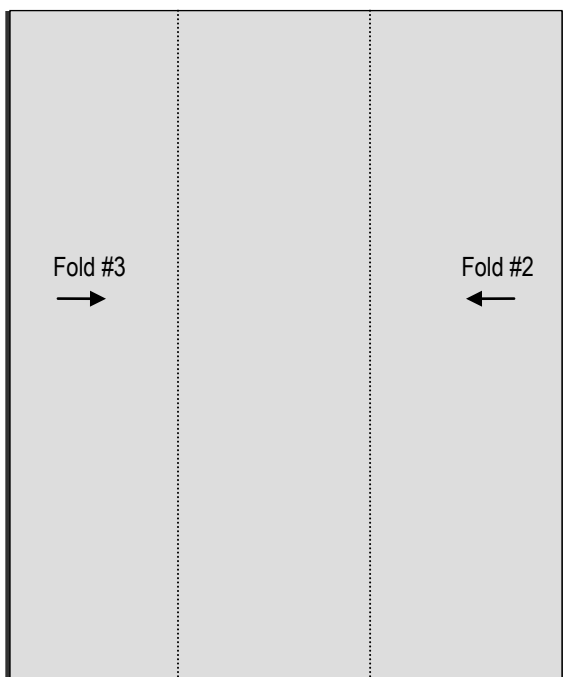
FOLDING GUIDELINES FOR PLANS

APPLICANTS SUBMITTING FULL SIZE DRAWINGS (24"x36") TO THE PLANNING DIVISION SHALL PROVIDE ONE ROLLED SET AND ONE FOLDED SET INCLUDING REVISIONS, AS INDICATED IN THE DIRECTIONS.

- 1). For each 24"x36" individual sheet, flip plans face down and fold in half, right to left.



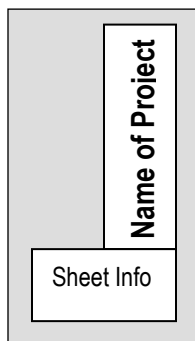
- 2). Next, fold plans into thirds from each edge, right side then left side.



- 3). Then, flip plans over and fold the top portion down in half.



- 4). After flipping the plans over the finished results should display the lower right portion of the plans, which may include title block and project information.

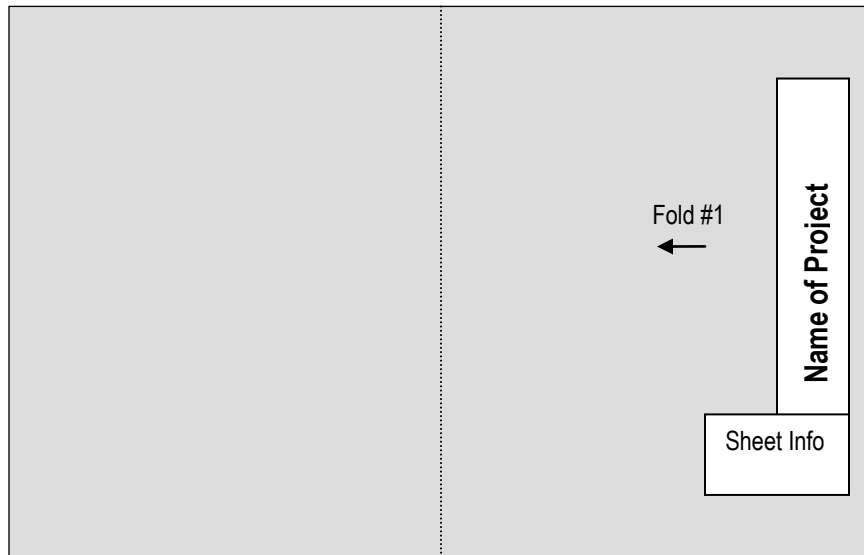


FOLDING GUIDELINES FOR PLANS

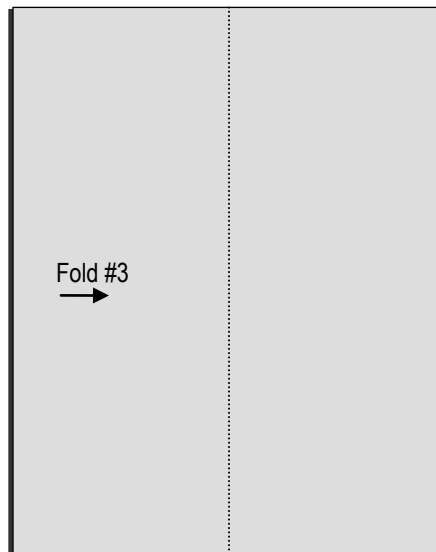
(11" x 17" Reduction Sets)

WHEN REQUESTED BY THE ASSIGNED PLANNER, APPLICANTS SHALL SUBMIT REDUCTION SIZE DRAWINGS (11"x17") OF ALL PLANS INCLUDING COLOR RENDERINGS TO THE PLANNING DIVISION, AS INDICATED IN THE DIRECTIONS.

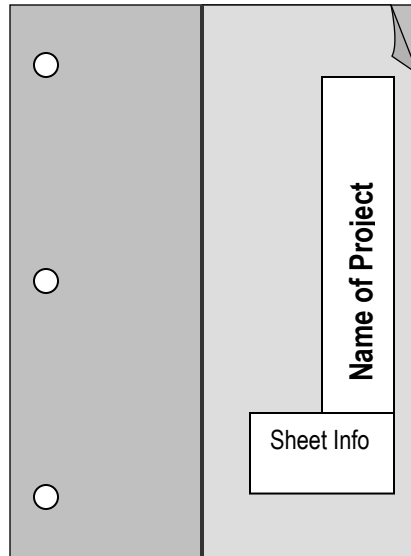
- 1). For each 11"x17" reduction set, provide a "Z Fold", by first folding the plans in half:



- 2). Then fold the right half of the plans back where the project title information is visible:



- 3). Plans should be collated into complete sets and three-hole punched.
Finished results:



NOTE: Planning staff typically requests 12 sets of the 11x17 reduction plans, which are provided to the applicable decision-making body for review.